

Citizen's Guide to Services

Office of the City Manager: Iris Jessie, City Manager

Location: City Hall

Ph: (770) 909-5392

Hours: 8:00 am - 5:00 pm (Monday – Friday)

The City Manager is appointed by the City Council to deliver high-quality, effective and efficient services to Riverdale residents, businesses and visitors. While the City Council sets the policy direction for the City, the City Manager implements these policies to achieve the City's goals.

The major components of the City Manager's job include:

- Ensuring that the City Council's policy goals are achieved through the programs of the City departments.
- Ensuring the fiscal health of the City through prudent financial management.
- Assisting the Council in strategic planning for the City's growth.
- Coordinating the day-today delivery of City services.

Notary Services: Monday, Wednesday, Thursday 9:00 am- 12 noon & 2:00 pm-4:00pm

Office of the City Clerk: Stephanie Thomas, City Clerk

Location: City Hall

Ph: (770) 909-5390

Hours: 8:00 am - 5:00 pm (Monday – Friday)

The City Clerk is entrusted with numerous vital duties, which include serving as election superintendent, preparing meeting agendas, processing legislation and agreements for signature by appropriate officials, and providing administrative support to the Council.

Among the primary responsibilities of the City Clerk are to:

- Act as clerk of the City Council
- Maintain the official record of the minutes of Commission meetings
- Have custody of the public records of the City
- Be the official custodian of the Seal of the City
- Be responsible for updating the City's Code of Ordinances

Community Development/General Services Department: Douglas Manning, Asst. City Manager

Location: 971 Wilson Road, Riverdale, GA 30296

Ph: (770) 996-3397 Fax: (770) 996-9913

Hours: Monday – Friday (Walk-ins) 8:00 am - 4:00 pm (Phone calls) 8:00 am - 5:00 pm

Community Development provides many services for the community. Among its primary responsibilities are:

- Management of land development regulations
- Zoning administration

- Site and building plans reviews
- Engineering site reviews
- Site and building inspections
- All permitting
- Code enforcement
- Comprehensive planning
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The department is also responsible for drafting environmental and zoning legislation, issuing local business tax permits and alcohol licenses and renewals, managing sanitation pick-ups and problems, encouraging business attraction and retention, and community outreach & public relations.

Fire Services: Dwayne Ernest, Fire Chief

Location: Fire Services Headquarters 6690 Church Street, Riverdale, GA 30274

Ph: (770) 909-5454

Riverdale Fire Services was founded in 1961 as a volunteer fire department; however in 1972, the department became a fully paid department. Today, RFS is a fully paid career department consisting of 30 members.

We provide fire and emergency medical response to an area of 4.5 miles with a diverse residential population over 15,000. The City has a wide array of commercial and medical occupancies that substantially increase the daytime visitor population. Currently, RFS possesses and ISO rating of 4.

Finance Department: Ann L. Smith, Finance Director

Location: 782 Orme Street, Riverdale, GA 30274

Ph: (770) 909-5504 Fax: (770) 909-7238

Hours: 8:00 am - 5:00 pm Monday - Friday

The Finance Department is responsible for the following functions:

- Administering the City's financial accounting system
- Coordinating annual audits with City-appointed auditor
- Collecting revenues from property, franchise, sales and use taxes
- Preparing the City's Annual Operating, Capital Improvement, and Special Revenue Fund Budgets

Annually the City of Riverdale prepares and submits its Comprehensive Annual Financial Report (CAFR) to the Government Financial Association for consideration of a Certificate of Achievement for Excellent Financial Reporting.

Office of Human Resources: Robin E. Kalins, Human Resources Manager

Location: 971 Wilson Road, Riverdale, GA 30274

Ph: (770) 909-5484

Hours: 8:00 am - 5:00 pm Monday - Friday

Human Resources is committed to helping the City of Riverdale provide world-class service by recruiting, training and retaining a diverse, high quality workforce.

Core services include:

- Recruitment
- Training
- Compensation and classification
- Benefits and pension administration
- Safety
- Employee relations

Municipal Court Jurisdiction and Composition: Nathaniel Mingo, Court Services Manager

Location: Clerk of Court 6690 Church St. Riverdale, GA 30274

Ph: (770)909-5415

Hours: Monday – Friday 8:00 am - 5:00 pm

Payments 8:00 am - 4:00 pm

The Municipal Court has jurisdiction over violations of State law and local ordinances that occur within the city limits of Riverdale. These violations include most traffic related violations and some misdemeanors charges such as:

- DUI
- Shoplifting less than \$300.00
- Possession of marijuana, less than 1 oz.

The Municipal Court is comprised of three divisions: Traffic Court, Environmental Court, Automated Red Light Enforcement Court

Traffic Court adjudicates most infractions that violate state law. Environmental Court is responsible for adjudicating violations of local ordinances. Automated Red Light Enforcement Court is responsible for disposing of appeals brought by individuals that have received citation produced through the automated red-light camera system.

Probation

The Court also has a Probation Division which monitors defendants who have been ordered to complete special conditions by the Court, as well as those who must pay fines and fees as assessed by the Court.

Division of Community & Cultural Affairs and Leisure Services: Lonnie Ballard, Assist. City Manager

Location: City Hall

Ph: (770) 909-5387

Hours: 8:00 am - 5:00 pm (Monday – Friday)

The citizens of Riverdale embrace a culturally-diverse community and are actively involved in

ensuring the future success of the city. The Division of Community & Cultural Affairs and Leisure Services will facilitate community building efforts that support the following values: cultural energy, investment, smart growth, high quality of life, citizen participation and sustainability.

This will be accomplished through the following objectives:

- Promote open and effective communication with the public
- Develop and support cultural activities and initiatives that reflect and celebrate the diversity of the community
- Facilitate leisure services and resources that meet citizen recreational interests while improving health, education and lifestyles

Police Department: Samuel F. Patterson, Chief of Police

Location: 6690 Church St., Riverdale, GA 30274

Ph: (770) 909-5418, Emergency 9-1-1

Hours: 24 hrs/day, 7 days/week

The Riverdale Police Department strives to embrace a balanced and comprehensive approach to public safety. The dedicated men and women of this department are moving with me in a “New Direction.”

We are actively involved in Community Policing by developing partnerships with the community and utilizing new tactics and technology to fight crime and achieve consistent reductions.

Our goal is to make citizens and officers safer as they live and work in the City of Riverdale